Summer Reminders:

- There is one make-up day this summer, in Session 1. It does not apply to GSM or SSW courses.
  - Friday May 29 (Monday Schedule)

- A session in Summer Term is short and intensive, so it is important to meet all scheduled classes and hold each class for its full-appointed time.

- Any changes in class meeting times or location must be brought to the attention of the Summer Term office.

- All students attending your class must be registered and on your class list. University policy does not permit unregistered people to sit-in on your courses.

- Keep attendance records for your course. You will be asked to report attendance for the University’s Attendance Indicator Project. Attendance records are also frequently requested for up to a year following the conclusion of a summer course.

- Please plan to hold office hours. This can be done in your on-campus office, or for part-time instructors, by being accessible to your students via email, phone or by appointment.

- If an enrolled student tells you they do not plan to take your course, please remind them to complete a Summer Add/Drop Form and return it to the Registrar’s Office.

ACADEMIC Essentials

Faculty Link: bu.edu/link contains course information such as

- course enrollment
- classroom location
- class meeting times and days
- class lists and email addresses

To gain access to this University resource, you must be the instructor assigned to the course and have a Boston University email account. To get this account, bring your BU ID to an IT Help Center, located at either 179 Amory Street or at the Mugar Library (771 Commonwealth Avenue).

Add/Drop: Students may add/drop without faculty approval during the first week of each session. The add/drop period for a regular, six-week session ends on May 26 for session 1 and July 6 for session 2. Add/drop ends on June 2 for the twelve-week term. GSM and other courses that follow non-standard dates have their own calendar, which is available upon request.

Blackboard Learn:

All faculty are encouraged to incorporate Blackboard Learn into their course. Details on how to set-up a new course, or convert a course from Blackboard 8 can be found at www.bu.edu/help/blackboard.

Evaluations: The University requires that course evaluations be carried out in each section of each summer course. Summer Term will provide evaluation materials and instructions to each instructor. Course evaluations should be conducted at the end of the summer session.

Final Exams: Final exams are generally given in the last class meeting.
Auditors: Boston University students can not audit CAS classes in the summer. Some schools and colleges allow summer audits, but all auditors must register and pay full tuition. Their names will appear on the class list followed by the designation “AU.”

**Evergreen** (an exception to the audit policy): The University has a program allowing people 58 and older to sit in courses on a space available basis for a nominal fee. Evergreen students need to register at the Evergreen office. They are instructed to seek your permission to add during opening week. If approved, registered Evergreen students will appear on your class list with a college of XRG.

**Summer Grading:** All faculty with a BU email account and Kerberos password are expected to submit their grades electronically through the GRADING option on the Faculty Link. If you do not have a Kerberos password, a paper grade sheet will be produced and sent to you. **ALL GRADES ARE DUE WITHIN 72 HOURS OF THE FINAL EXAM.** If a student has never attended your course, a grade of MG may be given. In all other cases, you should assign a letter grade to each student on your grade sheet.

**New Faculty:** If you are a new faculty member to the University; or if you are a BU student graduating in May 2015; or if you have not been on the BU payroll during the past 12 months, the requirements of the Immigration Reform and Control Act of 1986 obligate us to review documents that demonstrate that you are eligible to work. The requirements of this law pertain to United States citizens as well as foreign nationals. If you are a new instructor, as a condition of your employment and before you can be placed on the payroll, you must come, in person, to present the appropriate identification and/or work authorization documents needed to complete the I-9 form. New faculty should contact the Office of Human Resources to complete their I-9 paperwork. International instructors should complete this process at the ISSO.

**Pay Dates:**
⇒ Summer 1 faculty will be paid in full on Tuesday, June 30. Graduate students are paid weekly.

⇒ Summer 2 faculty will be paid on July 31 and August 31. Graduate students are paid weekly.

⇒ Faculty teaching 12-week courses will receive three payments distributed at the end of June, July and August.

**Payment:** All summer faculty are strongly encouraged to participate in Direct Deposit of their paycheck. If you have direct deposit during the academic year, your summer check will also be direct deposited. You can update your direct deposit and view your pay statement on BUworks Employee Self Service (ESS) at bu.edu/buworks.

**Parking:** The University offers daytime parking facilities at a fee. A permit must be obtained from Boston University Parking Services, 1019 Commonwealth Avenue, tel. 617 353-2160. Parking is free for summer faculty teaching in the evening. Come to the Summer Term office to get approval for the Evening Parking sticker.

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**ADMINISTRATIVE Essentials**

**Summer Website for Faculty:** Summer Term has a website dedicated to summer faculty at www.bu.edu/summer/faculty. This website contains links to University resources, as well as a faculty calendar and forms.

**Personal address:** Summer Term needs to maintain up-to-date address, email, and telephone data for all faculty. If you have any changes in your personnel record, please email us at summer@bu.edu or stop by the Summer Term Office at 755 Commonwealth Avenue, Room 105.